

VOLUNTEER AGREEMENT

I, _____ (hereinafter “volunteer”)
of (address) _____ in the State of _____,
agree that my **unpaid volunteer services** with Women's Right to Defense, Inc..
(hereinafter “the charity”) shall be strictly on the following terms and conditions:

WITNESSETH: Whereas, volunteer intends to donate services to the charity identified above, and said charity intends to accept the donation of volunteer services.

NOW THEREFORE, in consideration of the mutual promises, the parties hereto agree as follows:

1. Volunteer agrees to donate services to charity as _____.
2. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.
3. Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer to whom volunteer has been assigned to perform services and to participate in any training required by the charity in order to perform the voluntary services.
4. Volunteer agrees that he/she will not be considered to be an employee of the charity for any purposes while performing the above described voluntary services.
5. Volunteer further understands that if volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties, that said volunteer may be held personally liable for any monetary damages a court may award to the injured party.
6. Volunteer further agrees that volunteer will fully cooperate with the charity and its agents in any investigation, lawsuit, arbitration, or any other legal or quasi-legal proceedings that arise from the matters covered by this agreement. Volunteer further agrees to notify the charity immediately of any incident that occurs or may occur within the knowledge of the volunteer which gives rise to liability on the part of the volunteer of the charity.
7. Volunteer also understands that volunteer’s assignment may be terminated at any time by either party to this agreement.
8. Volunteer acknowledges that volunteer has been advised that all information and documents that volunteer may have knowledge of or access to through volunteer’s affiliation with the charity are strictly confidential.
9. Volunteer agrees at all times to treat as confidential all information acquired through the volunteer program with the charity and not to disclose same except as authorized by the charity or by law. Volunteer acknowledges that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of the charity. Volunteer agrees not to discuss such confidential information with any party nor will volunteer participate in or permit the release, publication or disclosure

of such information, nor will volunteer copy, photograph, scan, email, distribute, or disseminate such information, except as authorized in the course of volunteer's services or by law.

10. Volunteer understands that this agreement includes:
 - a. never discussing the personality of a client of the charity, his or her file or any details thereof with anyone other than a member of the charity directly concerned;
 - b. avoiding the use of names of clients in conversations with other colleagues, friends or relatives;
 - c. ensuring that disclosures of information are made only to persons entitled to that information;
 - d. ensuring that conversations relating to clients or other charity business are not conducted in the elevator, in the reception area, or other public areas where conversations may be heard by individuals other than charity personnel;
11. Volunteer understands and acknowledges that as a volunteer of the charity, volunteer is required to honor and be bound by the confidentiality provisions even after volunteer has left the volunteer program of the charity.
12. Volunteer understands and acknowledges that during volunteer's program or business relationship with charity, and thereafter, to the fullest extent permitted by law, volunteer is obligated to keep confidential and never disclose, use, misappropriate, or confirm or deny the veracity of, any statement or comment concerning Marybennie Foreman, charity, (which, as used herein, included all entities related to charity) or any of its Confidential Information. The phrase 'Confidential Information' as used in this Agreement, includes but is not limited to, any and all information which is not generally known to the public, related to or concerning: (a) Marybennie Foreman and/or their business or private life; (b) the business activities, dealings or interests of charity and/or its officers, directors, affiliates, employees or contractors; and/or (c) charity's volunteer program practices or policies applicable to its employees and/or contractors. Volunteer understands that during volunteer's program or business relationship with charity, and thereafter, volunteer is obligated to refrain from giving or participating in any interview(s) regarding or related to Marybennie Foreman, volunteer's program or business relationship with charity and/or may matter which concerns, relates to or involves any Confidential Information.
13. Volunteer understands that compliance with the confidentiality requirements of the charity is a condition of volunteer's program and that failure to comply with the policy may result in termination of volunteer's involvement with the charity.
14. Volunteer understands that volunteer is expected to exercise good judgment and common sense when creating and distributing messages. E-mail is the property of the charity and should be used exclusively for work-related purposes. Volunteer understands that:
 - a. Volunteers are strictly prohibited from sending e-mail messages of a harassing, intimidating, offensive or discriminatory nature. Such conduct, or any other conduct in violation of this policy, may result in immediate dismissal or other

disciplinary measures.

- b. The charity retains copies of all e-mails generated using the charity e-mail address and retains the right to access volunteer's e-mail at any time for any reason without notice to the volunteer.
 - c. Volunteers should **not** expect that e-mail is confidential or private.
15. Volunteer agrees to be bound by the provisions of this Agreement and will continue to be so bound following the termination of volunteer's program.
16. Volunteer has been advised that volunteer has the right to seek independent legal advice prior to signing this agreement.

SIGNED this _____ day of _____, 20__.

Name of Volunteer:

Address of Volunteer: